



**PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE : RAJENDRANAGAR : HYDERABAD – 500030**

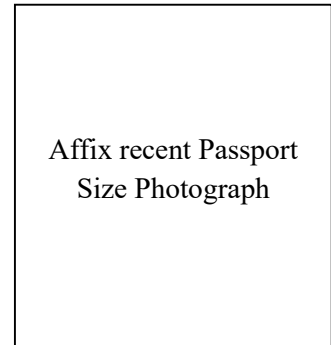
ADVT. No.03/OP/A2/2024

DATED:23-10-2024

APPLICATION FORM FOR THE POST OF REGISTRAR

**(The application duly filled and complete in all respects should reach the
JOINT REGISTRAR, PJTAU, Administrative Office, Rajendranagar, Hyderabad – 500030
on or before 13th November, 2024 by 4.00 PM. Attach separate sheets wherever necessary)**

Advt. No. & Date: _____



A. GENERAL INFORMATION

1. Name in full (in block letters) : _____
2. Father's name : _____
3. Designation of the candidate : _____
4. Name of the Institute/Organization where presently employed : _____
5. Date of joining in the service : _____
6. Date of birth : _____
7. Age as on 1st November, 2024 : _____
8. Place of birth : _____
9. Gender (tick the appropriate box) : Male Female Others
10. Present address (in block letters) : _____

PIN _____

Telephone : (O) _____ (R) _____

(M) _____

Email : _____

11. Permanent address : _____

 _____ PIN _____
12. Nationality : _____
13. Languages known
 (to read, write & speak) : _____
14. Do you belong to SC/ST/BC? : _____
 (if so please specify)
15. Have you ever been prosecuted,
 kept under detention or bound
 fined, convicted by court of law ?
 If so, please furnish the details thereof _____
16. Have you applied for any : _____
 other post in this University?
 If yes, indicate the posts applied for
17. Have you executed a bond to : _____
 serve your present organization?
 If so mention the period of bond.
18. Particulars of Application fee : D.D No. _____ Date: _____
 Amount: _____ Drawn on _____

B. ACADEMIC & SERVICE RECORD

19. Academic Qualifications * :

Degree	Name of the Degree & Discipline	Institute / University	Year of passing	Major & Minor Fields	% marks/ GPA & Class	Fellowships / Medals / Awards (if any)
Bachelor's						
Master's						
Management						
Doctoral						

* Please enclose certified xerox copies of the certificates

20. Other qualifications * :

Particulars	Subject	Institute / University	Period		Remarks (if any)
			From Month/Year	To Month/Year	
Postdoctoral Fellowship					
Visiting Scientist / Adjunct faculty (more than 6 th months)					
Additional Degree					

* Please enclose certified xerox copies of the certificates

21. Employment Record & Experience * :

Designation	Scale of Pay	Institution & places of posting	Nature of work	Period		Duration (Day/Month /year)
				From Day/Month/ Year	To Day/Month/ year	
JACT						
Senior Assistant						
Superintendent						
AO/AR/AC/PS to VC						
Deputy Registrar / Deputy Comptroller						
Joint Registrar						
Asst. Prof. Cadre						
Assoc. Prof. Cadre						
Professor Cadre						
Sr. Prof. Cadre						
Administrative Service						
ADR/AD						
UH/PS(Crops)/HoD/Head Res. Stn /Centres / Schemes						
Others (DR, DE, Deans, DSA, Dean P.G., Registrar, CoE, UL & Admn. Services outside PJTAU)						

*Research / Teaching / Extension / Administration

- Candidates possessing the experience outside PJTAU have to get their experience certified from the competent authority
- The period for Ph.D studies during the employment / service must be clearly indicated

22. Service Experience in the Relevant Field

- a. Total period of service _____ (years) _____ (months)
- b. Number of years over the 20 years minimum service _____ (years) _____ (months)
- c. Number of years over the 5 years administrative service _____ (years) _____ (months)

C. ACHIEVEMENTS**23. Significant Achievements**

Mention five most significant achievements in the relevant field (Varieties, Hybrids, Technologies developed / Technology assessment, Innovative Extension Activities / New Pedagogy, Curriculum revision, Content development for MOOCS / Developments, Innovations brought in Library/General administration, academic management including financial matters, organizing skills etc.) in 250 words supported by documents (Attach separate sheets).

24. Publications

(a) Number of documents/articles Published (Give details):

(Annual reports / Budget books / ICAR reports / Convocation reports / Souvenirs / Conference proceedings/Research articles etc.)

Sl. No.	Authors, Year & Title	Journal name, Volume & Page no.	1 st /2 nd author (yes/no)	NAAS Rating (2023 basis)

Sl. No.	Publication category	Authors & Year	Title & No. of pages	Publisher	ISBN or University No.

25. Recognitions (Awards, Prizes, Medals)

(Please list awards and recognitions received (if any))

Sl. No.	Name of the recognition	Year	Awarded by

26. Administrative capability / Leadership qualities (Elaborate your contributions on the following aspects):

- a. Institution building (strengthening research / extension infrastructure facilities; Major R&D / Extension initiatives; Leadership to undertake coordinate / collaborative / network programmes; Budget utilization; Human resource development / management/ Administration).

27. Any aspect not mentioned above, which you think will strengthen your claim for this position (briefly in 10 lines)

28. Documents to be enclosed along with each application form.

1. SSC Certificate (Date of Birth)
2. Academic Certificates
3. Service Certificates for outside PJTAU applicants
4. Certificates of Recognition
5. Caste Certificate
6. Evidences / Proofs supporting the claim
7. Details of Application fee (Demand Draft)
8. Any other document of relevance

CERTIFICATE

I certify that all the above stated information is true and correct to the best of my knowledge and belief. I will forfeit my candidature if any of the information furnished by me is not correct .

Place :

Date:

Signature of the Candidate

Applications of candidates should be necessarily forwarded by their controlling authority, failing which they will be rejected.

FORWARDED BY

Place:

Date:

Authorized Signatory,
(with seal)

ANNEXURE – A
(Application for the post of Registrar of PJTAU)

**NO OBJECTION CERTIFICATE AND VIGILANCE CLEARANCE BY THE
EMPLOYER FOR THE CANDIDATES APPLYING FROM OTHER UNIVERSITIES /
INSTITUTIONS**

(To be signed by the Controlling Authority)

1. Certified that Dr./Mr./Mrs. is working as
in the Pay Scale / Pay Level on
regular basis with effect from vide Office Order No.
..... Dated:
2. His / her date of birth is as per service records.
3. Certified that Dr./Mr./Mrs. is clear from vigilance
angle and he/she is eligible to apply.
4. This office has “No Objection” to the Dr./Mr./Mrs..
an applicant for the post advertised by the PJTAU, Rajendranagar, Hyderabad vide
Advertisement No.
5. If selected he / she will be relieved.

Signature
Name
Designation
Date

Office Seal

NOTE:

1. In-service candidate should get the above NOC signed by the Competent Authority of the
present employer.
2. All the certificates / entries mentioned above are mandatory.
3. Vigilance Clearance Certificate as above issued by the Institute / Organization shall be treated
as final.
4. NOC should be issued in the above format only and nothing should be added or deleted from
format.